

**Metropolitan Local Human Rights Committee**  
Virginia Home for Boys and Girls  
8716 W. Broad St.  
Richmond, Va. 23294

**Meeting**  
**March 12, 2013**  
**Minutes**

**Group B**

1. Call to Order – 1:10 PM

2. Introductions

**Regional Advocate:**

Michael Curseen

**LHRC Members Present:**

Ed Gerhard, Vice Chair

Monique Tinsley, Secretary

Brittany Chadwick, LHRC Member

**LHRC Members Absent:**

Barry Vasser, Chair

Chana Ramsey, LHRC Member (resigned)

**Agencies Present:**

Breaking Barriers in Schools & Communities

Jackson-Feild Homes

M.I.N.K.S.

Omega II Therapeutic Afterschool, Inc.

Restoring Youth Alternatives

Saving Lost Souls, Inc.

Stepping Stones Towards the Future, LLC

The Center for Counseling and Community Affairs

The Choice Group

VA Home for Boys and Girls

Wise Enterprises

Youth Builders, LLC

**Guests:**

District 19 CSB (Melissa DuVault and Jennifer Jones)

Family Services, Inc. (Bernetta Quinn)

REM Virginia (Jane Ketcham)

3. **Approval of Minutes for January 8, 2013**

Brittany Chadwick made a motion to accept the minutes, Monique Tinsley seconded, motion passed unanimously.

**4. Public Comments**

Angela Brown from M.I.N.K.S. (Treasurer for Group B) reported that at the last meeting Group A decided to give \$500 donation to the VA Home for Boys and Girls, as well as gift cards for committee members. Group B members approved the same. Michael Curseen indicated that the VA Home for Boys and Girls has been an excellent host and applauded the group members' donation, but also indicated that committee members are not allowed to accept financial donations. Membership fees for this year for new members will be \$200, and no additional fee for existing members. There was no opposition to this from Group B members present. The Virginia Home for Boys and Girls expressed thanks for the donation. Mr. Curseen indicated that in the future these issues need to be handled among the members, not at the committee meeting, since it does not directly affect the committee.

**5. Provider Treasurer's Report**

Angela Brown reported that the balance reported at the last meeting (\$4,552.20) has not been updated since then. In response to a member's question, she confirmed that the donation to the VA Home for Boys & Girls comes out of that amount.

**Old Business:**

- A. **LHRC Follow-up RE: Corrections to Quarterly Reports for 4<sup>th</sup> Quarter Reporting Period (October 1, 2012-December 31, 2012) (Corrections due 1/23/13)**
  - 1. **Families in Care Intervention Services – Received**
  - 2. **River Services – Received**
- B. **LHRC Follow-up RE Jackson-Feild Homes:**
  - 1. **Presentation of Program Level System and Behavioral Support Plan – The committee has received a detailed presentation and needs additional time to study it. Brittany Chadwick made a motion to hold off until report can be read and questions generated if any and deferred until next Group meeting. Monique Tinsley seconded, and the motion passed unanimously.**
  - 2. **Participant and Family Handbook – Part of the above presentation.**

**New Business:**

- I. **Request for affiliation (NEW) RE: REM Virginia for the Provision of Sponsored Residential Services in Henrico, VA – Ms. Jane Ketcham, Executive Director**

REM is new to Virginia, not new to the business. They have been in West Virginia providing these services for the last 15 years plus. They have operations in Beckley and Bluefield locations now. Will focus on IDD (Individuals with Dev Disability) in Virginia. REM has been operating for 35 years – parent company is Mentor Network which has been in business for over 35 years – REM focuses on residential for individuals with IDD. Mentor is sponsored residential for at-risk youth. Offices on Santa Rosa Road and there is a licensing meeting planned for next week. They incubated on Skipwith Road prior to the move to Santa Rosa. Ed Gerhard question re population served. Answer: age group will be adults with IDD. Monique Tinsley question re how clients referred? Answer: word of mouth and not sure yet. This is the first visit to a LHRC. Mr. Curseen asked about standard training offered to sponsors? Answer: 40 hour training with annual renewals, all required elements, CPR, First Aid, safety and health, values, emergency procedures, rights, integration, avoiding stigmatization, employment first vs other options. Mr.

Curseen asked about measuring compliance? Answer: Regular, at least monthly, site visits to assess compliance, safety, satisfaction, collaborate with case management re treatment plan progress, respite for family as needed, program director will support the family and follow up on issues of any type, financial concerns. They will not exceed 20 homes per program director. Crisis intervention training PIA, hands offs, no holds or physical escorts, positive reinforcement, avert conflict and non-physical intervention. Physical Intervention Alternatives (PIA) approved by state of Virginia – training provided throughout their company. Ed Gerhard asked about how program directors document? Answer: Monthly home visit reports. Ed Gerhard requested that REM provide a sample to the committee, and it was agreed they will email to Mr. Curseen. The committee will need to be updated regularly regarding closed and open homes – need ongoing report at each home, where they are located and what has closed/open since the last one. Motion to accept was made by Monique Tinsley and seconded by Brittany Chadwick, and the motion passed unanimously. A motion for a standing report at each meeting to provide information on REM properties was made by Brittany Chadwick and seconded by Monique Tinsley, motion passed unanimously. REM was assigned to Group B.

**II. Request for Affiliation (NEW) RE: Family Services, Inc. for the provision of Mental Health Support Services in Petersburg, VA – Ms. Bernetta R. Quinn.**

Ms. Quinn presented information. The office will be in her home in Chesterfield to start. They have submitted policies but have not been approved yet. She has experience in prevention for 8 years in child abuse, 20 years in mental health issues. Target population: adults with long-term mental illness in residences in the community. Ed Gerhard asked about training for employees. Answer: 25 hours annually in FA, CPR, MH. Brittany Chadwick asked about credentials/degrees required. Answer: BS in Human Service or 1 year experience, behavior mgt training, verbal and physical restraints. Mr. Curseen asked about behavior mgt training? Answer: Not sure, will need to check. Monique Tinsley asked how they will assess clients for appropriate treatment. Answer: clinical social worker will do assessment – that individual will write the ISP. Files and charts in locked location in her home office. Mr. Curseen asked about specific services. Answer: individual and family counseling, life skills, anger manager, and case management. Mr. Curseen asked if services offered anywhere other than client's home or community? Answer: No. Ed Gerhard suggested they look into various programs and training for crisis management. Will get training but will have to get that information from others. Mr. Gerhard indicated the committee will want to know what they settle on for this service. Monique Tinsley made a motion to accept Family Services as member with the condition they report at the next meeting regarding behavioral intervention they will use, Brittany Chadwick seconded, motion passed unanimously. Family Services will be in Group B.

**III. Request for Affiliation (Program Expansion) RE: District 19 CSB for the Provision of Crisis Intervention Team (CIT) Program Services located within John Randolph Medical Center in Hopewell, VA – Ms. Ginny Travis, Director of Operations**

Melissa DuVault presented on the proposed expansion of existing services, not new services. Services are primarily for law enforcement for mental health, substance abuse, and ID issues – how to be appropriate. Center provides a place to go or where law enforcement can bring consumers that is an alternative to hospital or jail. Site is at hospital – 2 rooms away from the emergency room but with access to hospital. Training already established – starting with existing staff. Goal is to gain grant funding or state funding – start on a limited basis accepting

low risk clients – goal to be 24/7, 365 with security on site. Hours to start M-F daytime hours – grant proposals are in now for funding to expand hours to nights and weekends. Crisis line is already in existence – they will screen for appropriate consumers to start. Their goal is to serve 2 individuals at a time. They would need to be low risk and voluntary (not violent, homicidal, or suicidal). Services are right there if the need escalates. Motion to accept the expansion of services was made by Monique Tinsley, seconded by Brittany Chadwick, and passed unanimously.

**IV. Request for Affiliation (Program Expansion) RE: Virginia Home for Boys and Girls for the Provision of Outpatient Services in Richmond, VA – John Dougherty**

Karen Rice presented. They are affiliated now for intensive in-home services and are looking to provide same model in outpatient setting, Medicaid approved for funding – start with 3 LCSW's, minors, adults and groups. In-house trainers track all training. Licensed professionals will have to maintain their certifications and licenses. Brittany Chadwick made a motion for affiliation for outpatient services, Monique Tinsley seconded, and motion passed unanimously.

Curseen received policies for residential services. Table of contents with pages numbered, page 84 procedure for when adult lacks the capacity to make informed decision, auth rep on page 85 change minors to adults, procedure when the adult receiving services lacks capacity. Exceptions – delete references to the Commissioner – that does not apply to private providers. Physical restraint training for situations when staff must put hands on or prevent client from running into street, etc. State training in CPI. Submit response to Mr. Curseen by March 26<sup>th</sup>.

**V. Annual Report Received:**

Late: Breaking Barriers in Schools and Communities (1/20/13)  
Missing: J and G House of Beginnings  
Moore Cole Group

Motion was made by Monique Tinsley to recommend to Licensing for citations for late/missing reports, seconded by Brittney Chadwick, passed unanimously.

**VI. Metroplitan LHRC Revised Meeting Dates and Reporting Requirements**

There are handouts available for revised meeting dates and reporting requirements. Ed Gerhard reviewed this information. Group B next meeting will be July 9<sup>th</sup>. Reporting period April 1<sup>st</sup> to June 30, submit by June 25<sup>th</sup>. Both Groups are required to submit reports by April 23<sup>rd</sup> for QTR1. QTR2, 3, and 4 report due dates are June 25<sup>th</sup>, October 29<sup>th</sup>, and January 2 (2014). Review of Question 1 and 4 on the reports – they must be answered.

**VII. LHRC Provider Attendance Requirement**

Ed Gerhard reviewed the requirement to attend on designated dates for each group, and welcomed all members to attend other meetings as they choose.

**VIII. LHRC Requests for Review of Documentation**

Edward Gerhard and Mr. Curseen discussed the review of proposed revisions of rules and regulations. Dr. Vanderar-Burdin has been engaged. If members have suggestion or comments or questions they are encouraged to contact her. The deadline has been extended to 3/26/13. There will be a public comment time later across the state.

**IX. Human Rights Report:**

Mr. Curseen reviewed required FOIA training intended for the committee members, but this information is open and available to all in attendance.

**X. Secretary's Report:**

Monique Tinsley reported perfect attendance from previously affiliated members, and welcomed representatives from newly affiliated or expanded organizations (two from District 9 CSB, Family Services, and REM Virginia).

**XI. Next Meetings:            May 14, 2013 (Group A)  
   July 9, 2013 (Group B)**

**XII. Adjournment:**

Monique Tinsley made a motion to adjourn at 2:42PM, Brittany Chadwick seconded, and the motion carried unanimously.